**RESUME**

**PRAKASH**

[**PRAKASH.352205@2freemail.com**](mailto:PRAKASH.352205@2freemail.com)

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**Visa Status**: Dependent Visa (Spouse visa)

**Post applied**: Document controller/Executive Secretory/Accountant/Clerk/Storekeeper/Income Tax filing

Years of Experience: 28yrs

Company size: 2000 employees

**Career Objective:**

To establish my career independently in the field of administration with excellent skills and contribute to the optimum of my specialized skill, sets in dynamic company and work towards the complete satisfaction of the company.

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Institution | **Year of passing** | **Percentage** |
| B.Com | Pompei college, Aikala  Mangalore -574141. D.K | 1987 | 72% |
| PUC | St. Josephs Pre -University College, Bajpe-574142. | 1984 | 60.67% |
| SSLC | St. Joseph’s Pre -University College, Bajpe-574142. | 1982 | 57.5% |

**Additional courses**

* Diploma in Computer Application from **Mice** in 2001
* Computer training in Office Secretariat from KEONICS Govt. Karnataka in October 2014
* Diploma course in Health Safety & Environment from Karnataka state open university Mysore June 2014 Passed in Distinction.

**Work Experience:**

**Period of work: 28 years** in **New Mangalore Port Trust , Govt. Of India Ministry of Shipping,Panambur, Mangalore-INDIA**

**Company profile**:

New Mangalore port trust is a fast growing sea port and rewarded as one of the 9 best major ports in India. The organization is run with the help of more than 2000 employees. It exports and imports various commodities like Iron ore,Cashew,Granite,Good grains,LPG,Timber and General cargo etc.Over the years company has gained huge attraction of cleints from all over the world like Greece,Europe,Middle east, America, China etc.

Designation : Clerk /Accountant/Document contollerShift in charge.

**Worked in different capacities like**

* **Administrative Department**.
* **Labour Department**
* **Income Tax**
* **Profession Tax**
* **Wage & Salary Section**
* **Leave Section**
* **Provident Fund**
* **Purchase Section/Procurement**
* **School bus Administration**

**Resposibilities**:

Presently working as a shift in-charge in a labour deployment office with the department size of 400 employees

* Acts as a link between management and employees.
* Monitoring attendance of employees by authorizing the biometric attendance system.
* Deploying the employees for loading and unloading of various cargo.
* Preparing wages statement.
* Contolling documents of various cargos handled.
* Accepting ship requisition from the Stevedores.

**Other knowledge**: MS word, MS Excel, PowerPoint, Health Safety & Environment

**Strengths:**

* Good Physical & Mental Strength
* Good Communication Skills
* Hard Working
* Strong Will Power
* Determined

**Personal statement**

* + Strong team-player skills developed through work in labour deployment section
  + Good organizational skills developed in a variety of deadline orientated situations.
  + Get on well with people at all levels, easily making good working relationships.
  + Seek out new responsibilities irrespective of reward and recognition.
  + Strive for quality in everything I do.
  + If given an opportunity I assure to perform to provide maximum satisfaction to the employer

**Declaration:**

I do hereby declare that the above information given by me is true to the best of my knowledge and belief.